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CDRL A009, Data Item DI-MGMT-80057  
Report No. SID/MR-94/0066

(Unclassified)

## **TASK ASSIGNMENT PLAN**

for

### **DBOF Budget Analysis**

Prepared for

HQ USAF/LGSI  
1030 Air Force Pentagon  
Washington, DC 20330-1030

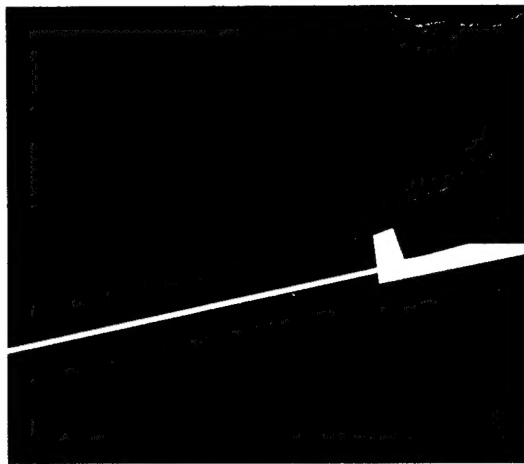
22 December 1994

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**Supportability Investment Decision Analysis Center**

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13. ABSTRACT (Maximum 200 words)  Because the budget process used by the Depot Maintenance Business Area (DMBA) is not sufficiently flexible and responsive, AF/LGSY and SAF/FMBM are organizing a DMBA Budget Process Review. Synergy support will cover the DMBA Budget Review Process and will be provided directly to the Aircraft/Missile Support Division and to other participants in the DMBA Review Process.  The primary goal of the DMBA Budget Process Review is to improve the internal DMBA budgeting and pricing processes. Specific improvements to the DMBA Budget Process include: 1) improved accuracy of the budget, 2) improved timeliness of budget submissions, 3) more flexibility in analyzing the impact of proposed changes, 4) improved assessments of the impact of cost and customer funding changes on prices, and 5) improved assessments of the impact of overall workload changes on individual customers.  The Supply Management Business Area (SMBA) is made up of seven distinct divisions, each using its own algorithms for developing key budget exhibits. Synergy's objective is to analyze these different methods, resulting in standardization of procedures and the implementation of these procedures in the Automated Budget Analysis/Centralized User System (ABACUS), the system used by the Air Force to develop its DBOF budget.  This document explains the goals, objectives, and technical approach of the task explained above.				
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## **Task Assignment Plan on DBOF Budget Analysis**

### **Introduction**

The mission of the Aircraft/Missile Support Division is to support the Defense Business Operations Fund (DBOF) budget process by developing budget requirements from a functional standpoint, defending the budget to the Office of the Secretary of Defense (OSD) and to Congress, and overseeing the execution of the budget. AF/LGSY works hand-in-hand with the Secretary of the Air Force, Financial Management (SAF/FM) community in this process. To accomplish its mission, the budget development process must be responsive, flexible, and accurate so that the Aircraft/Missile Support Division can respond to questions and challenges from OSD and Congress. The inability to respond adequately to these questions could degrade the ability of the Supply and Maintenance communities to support the USAF's peace and war missions. Because the budget process used by the Depot Maintenance Business Area (DMBA) is not sufficiently flexible and responsive, AF/LGSY and SAF/FMBM are organizing a DMBA Budget Process Review. Synergy support will cover the DMBA Budget Review Process and will be provided directly to the Aircraft/Missile Support Division and to other participants in the DMBA Review Process.

### **Goals and Objectives**

The primary goal of the DMBA Budget Process Review is to improve the internal DMBA budgeting and pricing processes. Specific improvements to the DMBA Budget Process include: 1) improved accuracy of the budget, 2) improved timeliness of budget submissions, 3) more flexibility in analyzing the impact of proposed changes, 4) improved assessments of the impact of cost and customer funding changes on prices, and 5) improved assessments of the impact of overall workload changes on individual customers.

The Supply Management Business Area (SMBA) is made up of seven distinct divisions, each using its own algorithms for developing key budget exhibits. Synergy's objective is to analyze these different methods, resulting in standardization of procedures and the implementation of these procedures in the Automated Budget Analysis/Centralized User System (ABACUS), the system used by the Air Force to develop its DBOF budget. This will improve the consistency and accuracy of the SMBA Budget Submission, and will also speed and simplify the budget preparation process.

### **Technical Approach**

The technical approach for the DMBA effort consists of using the Integrated Computer Aided Manufacturing Definition Language (IDEF) methodology as the analytical tool, facilitated IDEF Conferences for IDEF Modeling, and Information Kits. The IDEF methodology is the standard JLSC and DoD-supported industrial engineering tool used to model existing DoD processes. The IDEF methodology will be used to analyze the current DMBA budgeting and pricing process, identify process improvements, develop a desired DMBA process and build a plan for achieving those improvements. The models developed for the DMBA process will be for the core DMBA technology. Models for DMBA interface activities will be developed in future efforts.

Synergy will support the DMBA Budget Process Review by assisting in developing the DMBA AS-IS and TO-BE IDEF0 Activity and IDEF1x Logical Data Models, and by assisting in developing an implementation plan for implementing the DMBA TO-BE process. The IDEF Activity Modeling will identify process deficiencies (disconnects, redundancies, complexities), data deficiencies, and automation opportunities. Identified automation opportunities, will assist in the development of an information systems implementation plan for moving towards the

TO-BE DMBA process. IDEF1x Logical Data Modeling consists of modeling the data required to perform the business activities identified by the IDEF0 Activity Modeling.

In addition to using the IDEF methodology, the technical approach also includes facilitated IDEF Conferences, the distribution of IDEF Information Kits of model documentation, and IDEF modeling and analysis based on participant responses. IDEF Conferences will be held periodically at the five Air Logistics Centers, and at the HQ Air Force Materiel Command. Facilitated IDEF Conferences will be used in order to build consensus within the group on the various models, in addition to educating all members of the working group. Information Kits consisting of the IDEF models will be maintained and distributed following each IDEF Conference. Information Kit cycles will be used to keep members informed on the modeling efforts, in addition to providing a structured method to solicit feedback from team members.

Support will cover the process of reviewing SMBA budget exhibit formulation and will be provided directly to the Aircraft/Missile Support Division and to SAF/FMBMR, the Air Force DBOF Budget Office. This support will include analysis of current budget formulation methodologies and the implementation of changes in ABACUS.

Synergy will support the SMBA Budget Exhibit review by providing a comparative analysis of current budget formulation methodologies, by recommending alternative solutions, and by implementing the chosen solutions in ABACUS. This support will include meetings with SMBA analysts at HQ AFMC/FM to further understand and document current budget formulation methodologies.

### **Inputs**

For the DMBA effort, Synergy will require the use of government facilities at SAF/FMBMR and USAF/LGSY offices in the Pentagon when gathering information from personnel in these offices. Periodic IDEF Conferences will be held at Air Logistics Centers and at the HQ Air Force Materiel Command, as scheduled. Synergy will also require use of government facilities at these locations for the IDEF Conferences. Facilities required include one large conference room with a capacity to hold about 50 people, and a smaller work room. Synergy will also require government furnished equipment at each conference location to include at least two smart boards or large white boards, a 486 PC, a 386 PC, a Postscript Laser printer, and Windows, WP6.0 for Windows, Powerpoint, and Timeline software.

Access to, and use of, the SAF/FMB minicomputer designated as COAN1, and to three personal computers in SAF/FMBMR in the Pentagon, each with access to the HQLAN.

### **Project Schedule and Milestones**

Table 1 provides a project timeline for this task order.

*Table 1. Project Timeline*

<b>DELIVERABLE</b>	<b>DUE DATE</b>
Task Assignment Plan (A009)	22 December 1994
Contractor's Progress Status and Management Report (A004)	Monthly
Technical Report/Study Services (A001)	29 August 1995
Report Documentation (Revised) (A001)	29 February 1995
ABACUS End User Manual (Revised) (A012)	29 February 1995
ABACUS Programmer's Manual (Revised) (A012)	29 February 1995

### **Deliverables**

The following documents will be delivered as part of this project.

Task Assignment Plan (CDRL A009) — The Task Assignment Plan establishes the goals and technical approach to be used in this project.

Contractor's Progress Status and Management Report (CDRL A004) — This monthly report will inform the SIDAC COTR of the progress on this project.

Technical Report/Study Services (CDRL A001) — The Technical Report will document the IDEF models developed to describe the AS-IS and TO-BE DBMA Budget Processes, the Migration Plan and short term implementations to ABACUS.

Report Documentation (Revised) (CDRL A001) — The Report Documentation (Revised) will reflect changes to report exhibits and algorithms.

ABACUS End User Manual (Revised) (CDRL A012) — The ABACUS End User Manual (Revised) will describe new function's added to the system.

ABACUS Programmer's Manual (Revised) (CDRL A012) — The ABACUS Programmer's Manual (Revised) will describe new function's added to the system.

### **Project Staffing and Experience**

The key personnel for the DMBA effort will include Ms. Susan Gantz, Ms. Lisa Lambie, Mr. Alex Bocast, Mr. Andrew Pelletz, Ms. Laura Loverro, and Ms. Lynne Neely.

Ms. Susan Gantz will oversee the project and ensure that it is completed within the time frame specified in the Statement of Work (SOW). Ms. Lisa Lambie will perform all project control activities. She will be responsible for daily supervision as well as being responsible for overall technical quality control. Both Ms. Gantz and Ms. Lambie were the primary financial analysts on previous Synergy IDEF tasks to model the Air Force, Defense Logistics Agency (DLA) and Marine Corps asset management processes. In addition, both

Ms. Gantz and Ms. Lambie have been involved in DBOF budget formulation since its inception in 1991 and have additional experience working with USAF/LGSY and SAF/FMBMR on budget-related matters.

Mr. Alex Bocast, an off-site consultant, will function as the IDEF expert on the project, facilitating the IDEF Conferences and providing expertise in IDEF activity and data modeling. Mr. Andrew Pelletz, Ms. Laura Loverro and Ms. Lynne Neely will assist in performing IDEF activity and data modeling, and developing and distributing IDEF Information Kits. Ms. Neely will provide technical support by performing all IDEF activity and data modeling using the MetaDesign IDEF software. Clerical support will be used to assist with documentation.

For the SMBA, the key workers include Ms. Susan Gantz, Mr. Kevin McCool, Ms. Sandra Cihlar, and Mr. Phil Sanders. These personnel have worked on the ABACUS system for the past 3 years. Ms. Gantz, the lead analyst, has a graduate degree in economics and 10 years of experience working in logistics and financial analysis for the Air Force. Mr. McCool, the lead programmer, has a graduate degree in Computer Science and 10 years of experience in his field. He specializes in designing and implementing data base management systems. Ms. Cihlar, also a programmer, has 15 years of experience in her field. She specializes in data base management systems, testing, and quality control. Mr. Sanders, who has a background in Mathematics and Computer Science, serves as the primary programmer/analyst responsible for maintaining the current ABACUS system and is intimately familiar with the system. Mr. Sanders has 5 years' total experience working in logistics and financial analysis. Besides these key personnel, three other programmers and analysts will also work on this task.

#### **Points of Contact**

##### Government points of contact (POCs)

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